Human Resource Management - Time and Labor Distribution - Selected Text Responses

Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?		Response Percent	Response Total
Yes		33.3%	12
No		66.7%	24
	Total # of respondents **36**. Statistics based on **36** respondents; **0** filtered; **0** skipped.		

If yes, please list the tools.		Response Percent	Response Total
1.			12
	Automated timekeeping system		
	Kronos Workforce Central Suite		
	Kronos Connect		
	See previously reported HR systems		
	HRIS such as Oracle, SAP, Peoplesoft, etc.		
	In house payroll software that allows keying of time sheets by field staff		
	Oracle Discoverer		
	Oracle Time & Labor Module		
	Kronos Time and Attendance Recordkeeping System		
	Automated time sheets		
	Chronos Timekeeping System		
	Peoplesoft		
2.			4
	Acceptance of electronic signatures reducing paper		
	KRONOS		
	Centralized leave system that field units can key directly into and then download into CIPPS		
	Kronos		
3.			1
	Oracle		
4.			0
5.			0
	Total # of respondents **36**. Statistics based on **12** respondents; **0** filtered; **24** skipped.		

Please list up to five strengths of your current business processes for time and labor distribution.	Response Percent	Response Total
1.		**31**
Formal process for tracking time for non-exempt employees		
Facilitates VSDP payroll processing		
Centralized timekeeping		
Agency has a solid tracking system of an employees time and attendance		
Automatic calculation of shift differential and overtime		
Easy to use.		
less than 1 FTE in HR for all employee time/labor processes		
n/a		
Consistent, well documented centrally		
Clear and concise reporting		
No duplication of keying		
Runs Smoothly		
Use of the payroll service bureau for leave processing		
Direct contact with employees regarding questions about their time		
All divisions report to one focal point		
system of checks and balances in place		
Check and balances by recalculating timesheets		
fully automated		
automates an otherwise manual process		
Limited number of non-exempt employees, which simplifies the labor reporting process		
Timekeeper - availability of wage/OT reporting timely		
EXCEL SPREADSHEETS		
no strengths		
On-line edits enhance accuracy, provide controls		
No clear strengths		
Knowledgeable, experienced staff		
Distributed to local users		
Record keeping		
Verified prior to data input		
Leave slips are approved and forwarded for processing electronically		
Inexpensive solution because Oracle relational database was already owned		
2.		**24**
Process for documenting earned comp time and overtime		
Facilitates processing of exceptions, OT, shift differential, etc		

	Access Database		
	able to have contact with employee if there are questions for need corrections	Page 3 of 13	
	Automated leave tracking system		
	Clear processes & practices in place		
	n/a		
	DOA staff is cooperative and knowledgeable		
	Consistency in data gathering		
	Provides accurate data for grants.		
	Ease of operation		
	centralized person to call with questions		
	Verification of information on timesheets		
	has all FLSA edits in place		
	creates fully burdened labor costs used to reconcile CIPPS with actual data		
	Leave is recorded electronically		
	SESA is old but stable system		
	KRONOS		
	Data entered once for multiple applications / systems		
	Reliable CIPPS system		
	Automated for collecting		
	Supervisor/manager approval required		
	Hourly time sheets are also forwarded electronically		
	Requires minimum effort by staff reporting time		
3.			**15**
	Meets requirements for federal grants/projects		
	saves considerable timekeeper effort; employees scan in/out		
	Cross training		
	data available to audit for trends		
	Good audit reviews		
	n/a		
	Segregation of duties for audit purposes		
	System is easy to manage.		
	Approval of timesheets by cost code managers		
	has automated approval process		
	provides leave audit data		
	Automated routing for reviews and approvals		
	Automated for updating computers with base data		
	OT/CT payments are forwarded electronically for processing		
	Changes/modifications can be made quickly/inexpensively in-house		

			9
4.			
	automates leave tracking & facilitates reporting to staff		
	Training minimal - only with new employees		
	n/a		
	Privides data on a timely basis.		
	Verification with Human Resources on all documentation		
	APA audits the processes		
	System also includes leave (i.e. vacation, sick, etc.)		
	Central control of project/jobs that are active		
	Supervisors and managers may view/enter data and run reports on-line locally		
5.			7
	provides management with staff coverage data; very important in a 24/7 organization with required staffing minimums		
	Approx. 3 FTEs in Central Office involved in time/labor processes		
	n/a		
	Post payroll reconciliation		
	Automated allocations enhance accuracy, controls		
	Directly tied to budgeting processes		
	Window's based		

Total # of respondents **36**. Statistics based on **31** respondents; **0** filtered; **5** skipped.

Please list up to five opportunities for improvement in your current business processes for time and labor distribution.	Response Percent	Response Total
1.		**31**
Electronic timesheets		
Need to implement interface to CIPPS; turnover in staff has delayed implementation		
Ability to lock out all users		
KRONOS and CIPPS interface		
Work of timekeepers in process of further automating		
n/a		
Better training and oversight of decentralized processes		
Ability for the agency to input data would increase efficiency		
Onlilne transmission of data to Dept. of Accounts		
None		
Find a system that is fully automated		
Need agency-wide leave/timekeeping system		
None		
end redunancy - employee manually completes time card and then another employee has to enter the information into a system		
An inhouse payroll software system interfacing CIPPS		
Interface to HR to maintain real time leave balances and reporting, in lieu of Payline		
Establish electronic timesheet reporting for non-exempt and wage employees		
Automated time keeping in the agency		
SESA is not real time		
KRONOS INTERFACE TO CIPPS		
automate time and attendance		
Having an automated personnel system that could feed timely/accurate data to this module would be helpful		
Integration with payroll		
Interface		
Interface between PMIS and CIPPS/CARRS		
Enhancement of some fields of information		
Reduction of paper		
Manually intensive		
Leave slips and timesheets could be combined		
Make the application browser based		
Need a more user friendly T&E system		
2.		**19**

6/10/2005 FINAL

	Automatic calculation of overtime/compensatory time		
	Ability to change prior data only with approved security - lock once certified		
	KRONOS and FMS II interface		
	n/a		
	More information from DOA when potential problems surface		
	Eliminate redundancy in data entry		
	Easy interface to time and materials billing		
	Need staff time to better train timekeepers		
	speed of use		
	Recognition of electronic signatures		
	Although the Payroll Service Bureau is very helpful, we feel that having agency control of timekeeping, leave and payroll would be more effective.		
	labor distribution system (scheduling)		
	Better workflow		
	Reporting		
	Tighter connection to the budget		
	More accurate records		
	Timekeeping system which interfaces with payroll system		
	Possible development of additional reports to find reasons for unsupported personnel charges to CARS for a particular grant		
	Need to capture T&E monthly versus quarterly for ALL staff		
3.			13
	More accountability for tracking work hours		
	Archive data weekly and/or payperiod		
	n/a		
	More reporting/information capabilities		
	Interface to IT investment cost tracking		
	Need staff time for system audits		
	State interface of the payroll and human resources function		
	Report Writer capability		
	Automation of Time and Attendance		
	Collection of milestone/deliverable complete information		
	Easier tracking		
	Pop-up message in ATV recording process that warns personnel charges must be supported by time records when transferring personnel charges to a grant		
	Need information and reports by program code by individual		
4.			6
	n/a		
	Increased accountability for decentralized processes		

	Need integrated HRIS		
	Overtime system needs revamping		
	More simple data collection		
	Need to expand the number of business codes to capture all employee's activities		
5.			1
	n/a		
	Total # of respondents **36**. Statistics based on **31** respondents; **0** filtered; **5** skipped.		

6/10/2005   FINAL

Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.	Response Percent	Response Total
1.		29
Ability to track how hours are spent (i.e, travel to work site, actual time spent performing function		
the web based version of this product has desireable features but is cost prohibitive to us.		
See above		
Intergrated with Human Resourses as well as CIPPS		
minimal human input		
n/a		
Current, adequate management reporting		
Online reporting and data entry for non-exempt and wage information		
Automated processes		
None		
Ability to produce ad-hoc reports		
Easy to use by employees and payroll staff.		
HRIS with timekeeping/leave component		
fair		
ability of employees to enter data electronically		
State interface of the payroll/human resources function		
All systems are user friendly to eliminate duplicate keying processes (i.e. H/R, Finance/SST)		
Automated		
Timekeeper		
AUTOMATION		
on-line and paperless		
Use for employees, inmate, contractors, equipment, etc.		
One time entry		
Accurate, timely recordkeeping system		
Directly tied to budgets		
Paperless system		
Time clocks that interface with computer system		
Integration of employee time record with payroll - one-stop reporting instead of need for keying by HR or payroll person		
Window's based		
2.		19
Tracking 1500 hour limits for wage employees and automatically notify supervisor when employee has worked 1300		
n/a		

	thorough training of all involved		
	Edit features to allow for recording overtime hours and data manipulation		Page 9 of 13
	Need a fully integrated system, with no double keying		
	Provides timely, accurate data.		
	Electronic process tied to payroll processing		
	impartial		
	ability of supervisors to review data entered by employees		
	Complete electronic submission of all payroll data		
	Management reporting mechanism		
	Single point of data entry		
	Integrated applications - personnel, payroll, leave and billing		
	Manipulative system		
	Directly tied to work plans and evaluations		
	Tracking of all types of leave		
	Opportunity to verify/review data before data submission		
	Ability to automatically update time and labor info to payroll		
	Time worked and distribution of time is entered online prior to payroll being run. The payroll system costs the time to accounting codes based on the input at the time payroll is run.		
3.			14
	Track leave usage by type and generate reports		
	n/a		
	Accountability for decentralized processes		
	System interface with payroll to allow for recording of hourly wages by cost center		
	Reduce the types of leave - too many right now		
	Generates data needed for grant management.		
	Electronic supervision/employee approval for non-exempt timekeeping		
	system of checks and balances		
	Imaging of all payroll data if not electronic		
	Routine and ad hoc reports at summary / detail levels		
	Allow decentralized collection of data		
	Electronic approvals		
	Ease of use in forecasting payroll costs		
	Real-Time to the maximum extent possible		
4.			9
	n/a		
	Tied to project management and billing systems		
	Provides for electronic transfer of information.		
	The ability to report labor costs by activity		

	Up front system edits		
	Local verification of data entry		
	Field units having the ability to key their own leave		
	Ability to track time in relation to projects		
	Local access to needed system information		
5.			**5**
	n/a		
	Flexibility to modify in meeting future business needs		
	Use of digital signature approval		
	Link to financial management system		
	The HR system interfaces with the payroll system, eliminating double keying		

Total # of respondents **36**. Statistics based on **29** respondents; **0** filtered; **7** skipped.

Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.		Response Percent	Response Total
			26
	Fair Labor Standards Act; Department of Human Resource Management (DHRM) Policies; Family Medical Leave Act; Uniformed Services Employment and Re-employment Rights Act		
	NONE		
	None		
	No		
	n/a		
	no		
	No		
	no		
	State leave policies		
	No.		
	N/A		
	no		
	OMB Circular A-87 requires certain documentation of salary and wage distribution.		
	Any reengineering of this business process must comply with the Federal Fair Labor Standard Act.		
	Fair Labor Standards Act		
	Federal requirement that SESA identify time charges to grants and allocate indirect charges.		
	NONE		
	FMLA FLSA		
	FHWA, FAR, FEMA		
	OMB Federal Grant Requirements State CAPP Manual		
	Fair Labor Standards Act Family Medical Leave Act		
	Federal grants are dependent on accurate/timely collection and reporting of time to specific projects and grants.		
	No		
	Fair Labor Standards Act		
	Yes, Virginia Law requires that we provide a paper earnings notice if employee requests it.		
	Do not know		
	Total # of respondents **36**. Statistics based on **26** respondents; **0** filtered; **10** skipped.		

If you have any other concerns or comments about this functional area, please include them here.		Response Percent	Response Total
			15
	System is flexible so frequency of input/updates associated with numbers 13 & 17 vary with time information is received. I do not think there are fixed/scheduled input times/updates.		
	n/a		
	No		
	none		
	Re Question number #21: Alternate law enforcement non-exempt work period of 160 hours impacts timekeeping to a significant degree.		
	N/A		
	Our agency is currently in the process of implementing a new custom web-based tracking system. The system will track agency work, time, etc. It will be an integrated system which will allow us to better determine an employee's daily work activities and overall work load. Employees also will be able to enter their own time electronically. Then, the regional office will review the data entered prior to final submission. This system will improve our overall tracking systems and assist the agency to better manage its workforce.		
	IHRIS or a smiliar system is needed. Relevant to question 1, certain salaried employees maintain time sheets for FLSA purposes, but not for payroll purposes.		
	Our field investigators are under the FLSA Law Enforcement exemption and report their time on a 28-day/160 hour timesheet which is sent to them by HR in EXCEL format. It is a rolling 28 day cycle, therefore it just continues and the dates on the timesheet change every 28 days.		
	The Department of Accounts Payroll Service Bureau manages the payroll and leave system. While they do a good job, it is felt that it might be easier to control if the agency managed its own payroll and leave system as once was the case.		
	Questions related to frequency of interfaces did not allow entry of text - i.e. "daily," "weekly," etc. See Attachment_Human_Resource_Management_Time_and_Labor_Distribution_28 Please note, while not all employees enter time each day, billing/reporting needs require time is captured for each day worked. FTE date for question 17 includes data entry, review and approval functions of employee time (does not include tracking for equipment, inmate labor or hired equipment).		
	None		
	In designing an automated time record and leave recording system, it would be beneficial to have benefits administrators included in the process.		
	The service fee charged to the Va Tobacco and Settlement Foundation includes all accounting and administrative costs. The F&A system was selected since it was already in-house, inexpensive, and met a specific need. The frequency notated for reports from the time and effort module is semi-monthly and monthly.		
	The survey completed based on changing the word Agency to District in all questions.		

Total # of respondents **36**. Statistics based on **15** respondents; **0** filtered; **21** skipped.